

Purpose

To establish the mileage rate at which an employee of the Utah Department of Transportation (UDOT or Department) will be reimbursed when using his/her own personal vehicle for State business.

Policy

Effective July 1, 2001, UDOT will reimburse personal vehicle use at 27 cents per mile. The department will pay round trip regardless of the number of miles or the destination. Usage may be reported on the T-80 time sheet under DOE code MI or on a travel voucher.

Employees continue to be encouraged to use fleet vehicles whenever practical. However, a supervisor may at his/her discretion approve personal vehicle usage.

While driving a personal vehicle, the employee must have an active auto insurance policy which will be the primary policy covering any claim that may result from an accident. For further clarification of potential liability claims in excess of limits carried by the traveler in his/her personal auto policy, refer to State Finance policy 10-02.06,D1g.

The following exceptions apply:

1. Commission members will be reimbursed at the higher rate, since fleet vehicles are not readily available to them.
2. Trips to and from airports when an employee is departing on a flight will be reimbursed at the higher rate. It is to the State's benefit to have a personal vehicle used rather than have a state vehicle left in the airport parking for extended periods. Code DOE 09 for the calculated amount, if reimbursement occurs on a time sheet.
3. Whenever air travel is more economical and an employee elects to drive his/her personal vehicle rather than fly, refer to R25-7-10(4b). Consistent with state policy, reimbursement is at 27 cents per mile, not to exceed the airplane fare quoted 15 to 30 days prior to the departure date. When the airfare is less, UDOT will pay airfare in lieu of actual mileage on the travel reimbursement form. This circumstance generally affects out of state travel, which requires an FI-5 form verified by the State Travel Office.

Background

Effective August 15, 2000, the Department of Administrative Services through State Finance issued Administrative Rule R25, relating to the payment of travel-related reimbursements to state employees. In section R25-7-10(b) and (c), the rule broadly set the rate at 25 cents per mile to 32-1/2 cents per mile in certain instances. State Finance asked each agency to establish its own reimbursement rate within the guidelines of Rule R25 and to establish any necessary procedures. The agency policy was originally effective September 2, 2000; rates were revised to a range of 27 cents to 34-1/2 cents per mile effective for FY02, beginning July 1, 2001.

Definitions

Personal vehicle: A vehicle owned by an employee or a private individual. It does not reside in the department motor pool.

Fleet vehicle: A vehicle owned by State Fleet or UDOT.

Commission member: An appointed member of a board, particularly the Transportation Commission and the Utah Passenger Ropeway Safety Committee (formerly TRAMWAY).